

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Principal Planner	Job Family: 2
General Classification: Management	Job Grade: 39

Definition: To plan and organize the development and monitoring of long-range planning policies for the City. Staff to the Environmental Planning Commission and provide staff supervision and training in the above matters.

Distinguishing Characteristics: Receives general direction from the Planning Manager. Exercises direct supervision over other professional, technical and office expert staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, organize and supervise the work of long-range planning projects.
2. Provide staff support to the Environmental Planning Commission and other committees and policy advisory bodies.
3. Make oral presentations and prepare written reports to the Environmental Planning Commission and City Council on projects, the City's General Plan, Precise Plans and Zoning Ordinance. Participate in the Planning Division's management decisions and assignment of tasks and work programs.
4. Ensure that permit and regulatory timelines and requirements are met.
5. Negotiate and coordinate with applicants for new developments to achieve quality design and promote community objectives.
6. In the absence of the Planning Manager, may plan, direct and coordinate the work of the Planning Division.
7. Assist in hiring, training and supervising professional, other division staff and consultants.
8. Manage highly complex projects requiring interdepartmental coordination.
9. Organize and participate in meetings, public hearings and community gatherings.
10. Advise and recommend action to the staff, Environmental Planning Commission and City Council on local and regional planning matters.
11. Prepare and administer contracts for consulting services.

12. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Theories, principles and practices of urban and regional planning; City's General Plan document, zoning ordinance and related documents; State environmental laws, e.g., CEQA and related local ordinances; techniques of supervision; basic principles of engineering, economic, sociology and urban design; State and Federal housing and community development laws and regulations; constraints of plan implementation; City administrative procedures.

Ability to: Analyze proposed plans and identifying community problems and potentials; coordinate community plans and planning projects; statistical analysis; work effectively with other departments, groups and agencies; develop creative solutions to planning problems; supervise management, professional and support staff; communicate effectively with elected and appointed officials and the public.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible professional urban planning experience with at least one year of experience performing duties of a senior-level planner; a bachelor's degree from an accredited college or university in urban or regional planning, architecture or a closely related field. A master's degree in urban planning may be substituted for one year of the required experience.

Required Licenses or Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license.

Established February 1980

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CLASS SPECS

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